**COVER LETTER**

I, graduated with a Bachelor’s Degree in Cosmetic Science and have worked for a year and a half in UK at Original Additions Beauty Products Ltd, an esteemed company specialised in developing personal care and beauty products sold worldwide. I have currently relocated to Dubai, and looking for the right opportunity to suit my expertise. Enclosed is my resume for your consideration along with a brief summary of my strengths.

Some of the strengths that I can bring to the Cosmetic Industry are as below:• Theoretical and practical knowledge of cosmetic and personal care formulations. • Quality control and management skill. • Cosmetic claim substantiation and knowledge in conducting user/clinical trials. • Liaising with internal departments and also external certification bodies like SGS, Intertek, Cosmetic Laboratory Ltd, Valpak, etc. • Knowledge of current global cosmetic regulations with in-depth knowledge of regulations within the EU, USA and Middle Eastern Countries. • Knowledge of market trends by regularly keeping myself updated through research sites like Mintel.• In addition, also regularly keeping updated and networking at societies and associations like Society of Cosmetic Scientists (SCS) and The Cosmetic, Toiletry & Perfumery Association (CTPA) by attending seminars.• Excellent computer, scheduling and information management skills• A motivated team player who always goes the extra mileMy records of academic achievements and professional career history, demonstrates attributes that make me a valuable employee. My CV/Resume is enclosed to provide you with details of my skill and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organisation. Thank you for your time and consideration, and please do not hesitate to contact me if you have any questions. I look forward to speaking with you soon.

**CV - Fabiola**

**OBJECTIVE**

Seeking a position within the beauty industry in a highly reputed and professional organization. To use my abilities and training as a Cosmetic Formulator to help the company meet & exceed overall goals while also enhancing my career. To utilise my vast knowledge of skin care, beauty therapies, product formulations and regulatory issues within the different sectors of the beauty industry.

**EDUCATION & QUALIFICATION**

• 2010 – 2014Bachelor of Science in Cosmetic Science, 2:1 [ BSc (Hons) Cosmetic Science) ]University of the Arts London [London College of Fashion] London, U.K.- Modules Covered: Product Formulation (Skincare, Haircare, Decorative), Skin Biology, Surface Chemistry, Microbiology, Packaging Development, Marketing, Product Quality Management, Perfumery, Emulsion Technology, Statistics (using both R and Excel), Cosmetic Legislation, Product Safety, Product Stability, Claim Support, New Product Development (including market analysis), Production & Distribution Management.- Award Winning Dissertation: “In-vitro evaluation of the antioxidant activity and stability of commercial cosmetic products containing L-ascorbic acid and an ex-vivo assessment method (Tape stripping) to detect the hydrophilic antioxidants in the skin.”• 2007 – 2010 A - Levels Brentford School for Girls, London. - Majors in Biology, Chemistry, Psychology and Mathematics.• 2006 – 2007 Commerce Don Bosco High School, Goa - India. - Majors in Economics, Book Keeping and Accountancy• 2005 – 2006 8 GCSE equivalents Mary Immaculate Girls High School, Goa - India. - Biology and Chemistry (A), Mathematics (B) and Portuguese (C)

**WORK EXPERIENCE & TRAINING**

• Original Additions Beauty Products Ltd. London, U.K. - September 2014 - Present Position : ‘Technical Administrator’ Job role: 1) -Ensure regulatory compliance with existing technical regulations and standards related to product formulations, labelling and packaging.- Manage product registrations where applicable including development of registration dossier and its submission.- Manage the development and tracking of regulatory certificates for product import and exports.- Work with distributors to provide necessary regulatory support for product entry and distribution.- Managing safety related compliance issues related to products. - Oversee the operation for product labels and artwork review for different markets. - Manage the regulatory clearance for advertising materials and claims. • Premiere Cosmetic and Toiletries Industries L.L.C (Fakhruddin Holdings L.L.C) Dubai, U.A.E - June 2012 - July 2013 Position : 1) ‘R&D Assistant’ and 2) ‘Purchase Executive’ Job role: 1) - Meeting with existing and potential customers -Proposing new products to existing customers to infuse life in their brands - Research and development of new and existing personal care formulations according to a set brief, cost requirements and time frames - Stability testing of products in development. - Making pilot batches in the laboratory and providing marketing department with samples for approval and component sourcing. -Assisting customers with queries regarding products and helping marketing managers with technical and claim support. - Evaluation of new raw materials/processes/formulations. - Liaising with all relevant internal teams to develop the products: project managers, brand managers, design, logistics and senior management -Participation in relevant company events, meetings or shows. 2) -Helping to eliminate costs through minimum wastage and to ensure production cost targets are achieved -Updating and maintaining supplier database -Liaising with existing and new suppliers for raw material updates -Purchase of raw/packaging materials and maintaining accurate supplier billing and invoicing issues. - Creating purchase orders using Oracle-ORION. - Liaising with concerned departments : Project managers, logistics, production and planning, brand manager and graphics design department. - Chasing up deliveries to make sure all raw materials are available in time for planned production. - Help in production planning according to raw material availability and deadline dates. - Communicate with the suppliers any defects in the raw materials received. - Ensure shipping documents received are correct for clearing at the port. • Viridis Biopharma , India - May 2010 - September 2010 Position : ‘Trainee formulator’ Job role: - Worked as a ‘trainee’ at Viridis Biopharma analysing an herbal gel formulation for skin lightening. Main tasks were to assist in analysing the skin cream as per the Bureau of Indian Standards.

**KEY SKILLS & COMPETENCIES** • Experience in reviewing sales, forecasting stock requirements & placing re-buys • Experience in working closely with quality assurance team • Able to manage key suppliers to ensure a high level of service from them • Good IT skills, specifically R-statistics software, Oracle-ORION, MS word, Excel, Powerpoint & MS Office • Effective communicator & net worker • Constantly on the look out to reduce inefficiencies • Ability to multi task

 **LABORATORY EQUIPMENTS USED**

Antioxidant test kit, Analysis by Emitted Light (ABEL) - 21 & 31, Viscometer, pH meter, Skin pH meter, Rheometer, Texture Analyser, Luminometer, Homogenizer, Colourimeter.

 **COMPUTER SKILLS**

R-Statistics software, Oracle-ORION, Exchequer, MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook.

**KEY ACHIEVEMENTS**

 • Won the ‘Cosmetic Science Project Innovation Award’ • Formulated ‘Hair straightening cream’ from concept to Launch at Premier Cosmetics and Toiletries Industries LLC • Diploma in Piano from Trinity College, London. (Upto grade 3) **PERSONAL INFORMATION**

 • Languages: English, Konkani, Hindi and Portuguese • Nationality: Portuguese **Job Seeker First Name / CV No: 1715526**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 